



## **Internship Opportunities District Office**

ACCEPTING INTERNSHIP APPLICATIONS FOR FALL 2019.  
APPLICATIONS ARE DUE **MONDAY, September 30, 2019 by 12 noon CST**

Congresswoman Eddie Bernice Johnson is now accepting applications from highly motivated students and recent graduates to join her Dallas District office as unpaid, full and part-time interns for academic credit. Interns will work in a fast-paced Congressional office, gain valuable legislative or communications experience, and be dedicated to serving the citizens of the **30<sup>th</sup> District of Texas**. Interns from the 30<sup>th</sup> Congressional district are strongly preferred. These internships are extremely competitive, as Congressional staffers look for individuals with a strong academic record. Because it is a learning position, congressional interns are exposed to a variety of tasks and must be flexible in their expectations.

**Intern Responsibilities:** Main responsibilities include, but are not limited to: assisting Congressional staff, competent research abilities for internal staff review and use, compiling media mentions, memo writing and practice, filing, data entry, assisting with event planning/staffing, constituency assistance and general office responsibilities.

**Qualifications** Candidates should be proactive, professional, dependable, well-organized; detail-oriented, self-motivated, and have a positive attitude and willingness to learn. Qualifications also include: excellent oral and written communication skills, the ability to multi-task, be able to work independently as well as part of a team environment with a willingness to learn. Applicants must have a 3.0 GPA or higher, be enrolled in or have graduated from college (classification as undergraduate junior or senior upon their return to school in the Fall Semester), and be 18 years of age or older. **Start and end dates are flexible.**

**Dress Code:** Business professional attire required.

**To Apply:** Candidates from the **30<sup>th</sup> District of Texas** are strongly encouraged to apply.

Please e-mail the following to Internship Coordinator, [Mona.Elshenawy@mail.house.gov](mailto:Mona.Elshenawy@mail.house.gov):

- A current resume
- Cover letter with a subject line of "Internship" {please include a few short sentences of why you are interested in this internship, career goals, and why this internship will help you get there.}
- 2 writing samples:
  - A 150-word excerpt from a paper you have submitted recently in your coursework; and
  - A 500-word memo to legislative staff on an issue area of interest to you (ex. income inequality, domestic violence prevention, immigration reform, financial literacy, cybersecurity, education, energy policy, etc.) **OR** 500-word article from a college newspaper or other publication.
- Reference Letter
- Contact Information for two professional references
- Fall availability (Monday-Friday from 9am to 6pm).